

██████████ STATINTL

INSTRUCTION SHEET

STATINTL Destroy current ██████████ and insert the attached revision
dated

STATINTL The revision of ██████████ features changes in organizational
structure and component designation, addition of an enjoiner to file
all pertinent documents in the Official Personnel Folder, modification
of the time limit placed upon lenders, elimination of the masculine
pronoun, and minor editorial changes. The HHB has been declassified
and the control marking Administrative - Internal Use Only added.

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STATINTL


CONTROL AND LOAN
OF
OFFICIAL PERSONNEL FOLDERS

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Revised:

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STATINTL
[REDACTED]

PERSONNEL

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Figure No.

1. Form 198d, DESIGNATION OF AUTHORIZED OFFICIAL,
Control and Loan of Official Personnel Folders
2. Form 198, CERTIFIED LOAN REQUEST, Official Personnel
Folder
3. Form 198a, CERTIFIED TRANSFER REPORT, Official Personnel
Folder

Revised:

1. GENERAL

a. Same

- b. An Official Personnel Folder is the permanent Federal record of an employee's status and service and contains the basic information for determining rights and entitlements as an employee of the U.S. Government. It is the Agency's despository for official personnel information pertaining to the employee which should be considered in conjunction with possible personnel actions.

2. AUTHORIZED OFFICIALS

- a. Official Personnel Folders may be loaned only to the following officials and their specific designees:

Director of Central Intelligence

Deputy Director of Central Intelligence

Director of the National Intelligence Tasking Center

Director of the National Foreign Assessment Center

Director for Resource Management

Deputy Director for Science and Technology

Deputy Director for Operations

Deputy Director for Administration

Heads of Independent Offices

Operating Officials

- b. The officials listed above will inform the Director of Personnel by use of Form 198d, Designation of Authorized Official (figure 1), of those persons they have designated to request the loan of

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Official Personnel Folders. (Forms are available from the Office of Personnel.) They will promptly report invalidations or changes in designations to the Office of Personnel. Designations should be limited to personnel and administrative officers serving a specific organizational component and should be held to a minimum to ensure effective record control.

3. CONTROLLED-LOAN PROGRAM

- a. Official Personnel Folders are loaned to authorized officials on an EYES ONLY basis for a reasonable period; i.e., approximately ten workdays upon submission of a completed and signed Form 198, Certified Loan Request (figure 2), to the Files Section, Transactions and Records Branch, Control Division, Office of Personnel (hereinafter referred to as Files Section, Office of Personnel).
- b. After use, the Official Personnel Folders will be returned promptly to the Office of Personnel. If the Official Personnel Folder is required for an extended period for consideration by a Career Board or Career Panel, the Files Section, Office of Personnel, should be so informed.
- c. Except as provided in paragraph d, Official Personnel Folders are made available only to an authorized official who is the Head of the employee's Career Service or who has supervisory jurisdiction over the employee concerned.
- d. If an authorized official requests the Official Personnel Folder on an employee not under the official's supervisory jurisdiction, the Office of Personnel will obtain the consent of the Head of the employee's Career Service before releasing the folder.

4. TRANSFER OF FOLDERS

- a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not under supervisory jurisdiction, the official will not transfer that folder to an authorized official in another operating office without first obtaining approval from the Head of the Career Service of the employee concerned.

b. Same

c. Same

d. Same

5. CONTROL AND PROTECTION OF FOLDER CONTENTS

- a. Persons other than the Director of Personnel and Office of Personnel designees are prohibited from removing material from or adding material to Official Personnel Folders. Officials authorized to request the loan of folders must ensure stringent control of this prohibition in their offices. Documents which should be filed in an Official Personnel Folder will be forwarded to the Files Section, Office of Personnel with a request that the documents be included in the file of the employee concerned. It is essential that all documents pertinent to an employee's career and entitlements should be filed in the Official Personnel Folder.

b. Same

c. Same

6. TRANSMITTAL OF FOLDERS

- a. Same

b. Same

7. USE OF BIOGRAPHIC PROFILE IN LIEU OF OFFICIAL PERSONNEL FOLDER

→ a. A Biographic Profile (Form 1200) is a summary of the information
→ contained in an Official Personnel Folder and can serve as an
effective substitute for the folder. The Biographic Profile is
particularly useful when background, qualification, or service
record information is needed for a longer period than that
permitted by loan of the Official Personnel Folder.

b. Same

→ c. Since the information in a Biographic Profile is obtained from
→ an Official Personnel Folder, the provisions regarding the
authorized users and transmittal of an Official Personnel Folder
are also applicable to the control of Biographic Profiles, except
that there is no requirement for the preparation of Form 198,
Certified Loan Request, or Form 198a, Certified Transfer Report.

d. Same

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PERSONNEL

STATINTL

1. NAME OF DESIGNEE (Last-First-Middle)

CONFIDENTIAL
(When Filled In)

2. DATE OF DESIGNATION

3. POSITION TITLE

4. ROOM NUMBER & BUILDING

5. EXTENSION(S)

6. ORGANIZATIONAL AREA(S) OR CAREER SERVICE FOR WHICH DESIGNEE MAY REQUEST OFFICIAL PERSONNEL FOLDERS

STATINTL

This certifies that I have read the rules and procedures set forth in [REDACTED] concerning the control and loan of Official Personnel Folders.

7. SPECIMEN SIGNATURE OF DESIGNEE

8. SPECIMEN INITIALS

STATINTL

In accordance with paragraph 2 of [REDACTED] the above named officer is authorized to act in my behalf in requesting loan of Official Personnel Folders for employees in the organizational area(s) or Career Service specified in item 6 above. This authorization provides for [] a new designee [] a designation to replace the one previously issued for:

NAME(S)

9. TITLE OF AUTHORIZING OFFICIAL

10. SIGNATURE

FORM 2-74 198d USE PREVIOUS EDITIONS

DESIGNATION OF AUTHORIZED OFFICIAL
Control and Loan of Official Personnel Folders

CONFIDENTIAL

E-2, IMPDET CL. BY: 007622

Figure 1

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STATINTL

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fig. 2 and 3

STATINTL

CONFIDENTIAL (When Filled In)	EMPLOYEE'S NAME - PRINT OR TYPE (<i>Last name first</i>)		DATE OF REQUEST
	EMPLOYEE IDENTIFICATION NO.	OFFICE OF ASSIGNMENT	
	TYPE NAME & TITLE WITH SIGNATURE OF REQUESTING OFFICIAL (<i>Authorized unde</i>)		
	ROOM NUMBER & BUILDING		EXTENSION
	REMARKS		
	FORM 11-75 198 USE PREVIOUS EDITION		
	CERTIFIED LOAN REQUEST Official Personnel Folder (4-7-38)		
	CONFIDENTIAL		

Figure 2

CONFIDENTIAL (When Filled In)	EMPLOYEE'S NAME - PRINT OR TYPE (<i>Last name first</i>)		DATE RELEASED
	EMPLOYEE SERIAL NO.	OFFICE OF ASSIGNMENT	
	FOLDER TRANSFERRED TO (<i>Name: Last name first</i>)		OFFICE
	ROOM NUMBER & BUILDING		EXTENSION
	SIGNATURE OF AUTHORIZED RELEASING OFFICIAL		
	REMARKS (<i>Reason for transfer, etc.</i>)		
	FORM 8-77 198a USE PREVIOUS EDITION		
	CERTIFIED TRANSFER REPORT Official Personnel Folder (4-7)		
	CONFIDENTIAL		

Figure 3

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Att #2 not included